

KENNETH WALLACE NEIGHBORHOOD RESOURCE CENTER (KWNRC)
GUIDELINES FOR FACILITY USE

I. CENTER’S MULTIPURPOSE/MEETING ROOMS:

There are 1 – 2 multipurpose/meeting rooms available at the KWNRC. They may be used by community groups (different from local civic organizations), private groups, business groups and religious groups (under limited circumstances), when they are not scheduled for use by local civic organizations.

Definitions:

1. **Local Civic Organizations** – Park Place Community Awareness Association; Wythe-Phenix Improvement Association; Olde Wythe Neighborhood Association; Rosalee Gardens; Wythe Coalition, and other civic organizations.
2. **Community Groups** – any non-profit organization or *any* group which exists for the sole purpose of benefiting the community as a whole.
3. **Private Groups** – any “for profit” or non-profit organization, group or individuals, whose purpose or objectives are limited to or benefits members of the group only.
4. **Business** – any “for profit” agency, group or individual whose sole purpose is to make money for the benefit of itself.
5. **Religious Group** – any church or religious group or individuals whose sole purpose is to teach, spread or practice religious doctrine. **NOTE:** the nature of each request for use is examined to determine whether the use is a private or community use. Any use of the facility involving the practice of religious doctrine such as church services, bible study, etc, cannot be held at the center. Church sponsored uses such as tutoring programs and youth activities that do not involve the practice of religion are considered community uses.

EXAMPLES:

<u>Community</u>	<u>Private</u>	<u>Business</u>	<u>Religious</u>
Municipal Agencies	Birthday Parties	Conglomerate	Academic Tutoring
Non-Local Civic Groups	Weddings/Receptions	Chain Store	Secular
Class-Reunion Meeting	Showers	Individual Business	Youth Activities
Service Organization: (Kiwanis, Jaycees, Lions, Etc.)	Family Reunions	In Home Business:	
Scouts	Retirement Parties	(Avon, Amway, Etc.)	
Parents’ Groups			
School-Sponsored Groups			
Athletic Associations			
Neighborhood Groups			
Fraternal Organizations			

I. REQUEST:

- A. Submit request on Facility Use Form to the KWNRC or the Neighborhood Office at least 30 days prior to date of intended use.
- B. Request will be reviewed by a designated person or committee and notice of approval or denial shall be made to the requestor. **NOTE:** Review and response to the use request may take 3 – 5 working days.
- C. Special set-ups should be requested by listing these on the reverse side of request form; i.e., podium, chairs, tables, etc. Please include a diagram of special arrangements. **NOTE:** Janitorial fees will be assessed for this service at \$15.00 per hour.

III. FEES/CHARGES:

Type of Organization	Per Hour
Local Civic Organizations:	None
Community Use:	None
Private Use:	\$30.00
Business Use:	\$30.00
Religious Use:	\$30.00

- A. Any part of an hour after the first hour will be considered an additional hour. Fees apply for each activity area (large meeting room and small meeting room). Fees are due one (1) week in advance of the rental date.
- B. No fee will be charged to local civic organizations. Preference is given to local civic organizations. (See definition 1, page 1.)
- C. Decorating time should be included in the original request. This will guarantee that the space will not be rented by another party prior to the time of your event. Appropriate fees will be in effect during these times.
- D. Payment:
 - 1. May be made by check or money order payable to: Kenneth Wallace Neighborhood Resource Center Board. We cannot accept cash payments.
 - 2. A \$35.00 fee will be assessed for all returned checks. Nonpayment will result in denial of future requests and collection through the City's Debt Offset Program.

3. Cancellation notice is required at least 24 hours prior to the event.
4. Refund of fees apply for cancellation. Processing period is approximately two (2) weeks.
5. In the event of inclement weather, requestor may reschedule. A fee will be applied.

E. Staff/Security:

The number of staff required for building security and supervision will be determined by the size of the group and the type of activity. Additional fees may be assessed accordingly.

F. Janitorial Fee:

1. Areas used should be cleaned and left in their original configuration, i.e., free of spill, trash and equipment. Clean up time must be included in the original request for use.
2. The requestor will be billed a minimum of \$15.00 per hour for failure to comply with janitorial policies. Nonpayment may result in denial of future request and referral to the City's Debt Offset Program for collection.
3. Requestor may pay \$20.00 per hour in advance for assignment of staff for clean-up and set-up. This service is subject to staff availability.

IV. KITCHENETTE USE:

Requestor should bring own supplies. Use of hotplates is prohibited.

V. DANCES AND SPECIAL FUNCTIONS:

- A. No dances are allowed at the center.
- B. Private (closed to the public) receptions and parties are permitted. Fees for private use apply.
- C. Fundraising events and other functions involving the collection of fees, sale of goods and services and collection of admission fees or business transactions are prohibited. This policy includes on-the-premises raffles, food sales, sales of goods or services or other exchanges of money.
- D. Professional security services may be required at the expense of the requestor.

VI. CENTER USE REGULATIONS:

- A. The individual whose signature appears as the requestor:
 - 1. Must be present in the facility throughout the requested time period.
 - 2. Assumes responsibility for the conduct of all persons and agrees to abide by the rules.
 - 3. Will be responsible for any damage or loss of property or equipment during the rental period.
- B. Controlled entry (guest list, invitations or tickets) will be enforced for all performances or other large gatherings.
- C. Groups must remain in the requested rental area.
- D. All center rules will be enforced.
- E. Rental time includes set-up time and clean-up time.
- F. Janitorial functions are the responsibility of the requestor.
- G. Every effort should be made to clean up spills immediately to prevent stains on the carpet, floors, tables and counters.
- H. Alcoholic beverages and smoking are not permitted in the center.
- I. Decorations are allowed - subject to approval. No marring, tacks or pins. All evidence of decorations must be removed at the conclusion of the rental. Removal by staff will result in an assessment of a janitorial fee to the requestor.
- J. Extension of use beyond the scheduled time will result in an assessment of fees at the rental rate of that activity site for any portion of an hour past the originally stated ending time.
- K. Allow 3 – 5 working days for an initial response to your request.
- L. The Kenneth Wallace Neighborhood Resource Center Board and the City of Hampton are not responsible for any loss or damage to an individual's or group's property during the rental period.

